

REVISION 01 06/01/90

UPDATING THE INSPECTION SYSTEM GUIDE

I. PURPOSE

This directive describes the procedures for updating the ISG.

II. CANCELLATION

FSIS Directive 5400.2, dated 5/8/89.

III. REASON FOR REISSUANCE

To outline staff/divisional responsibilities associated with updating the ISG. Editorial changes to the original directive have also been made.

IV. REFERENCES

Federal Meat Inspection Act (21 U.S.C. 601 et seq.)
Poultry Products Inspection Act (21 U.S.C. 451 et seq.)
MPI Regulations, 9 CFR 301 et seq.; 9 CFR 381 et seq.
Processed Products Inspection Improvement Act of 1986.

V. ABBREVIATIONS

The following will appear as abbreviated in this directive.

AISD	Automated Information Systems Division, AM
AM	Administrative Management
ASD	Administrative Services Division, AM
GPO	Government Printing Office
IO	Inspection Operations
ISG	Inspection System Guide
PBIS	Performance-Based Inspection System
P&DS	Printing and Distribution Section, ASD
PPID	Processed Products Inspection Division, S&T
PTD	Program Training Division, AM
RDU	Regulations Development Unit, PEPS
RP	Regulatory Programs
S&T	Science and Technology

VI. INSPECTION SYSTEM GUIDE

The ISG:

A. Catalogs inspection tasks to be performed in meat and poultry establishments by FSIS employees, including requirements and compliance standards for critical control points.

B. Identifies the Agency source documents which prescribe and/or explain the tasks.

VII. CHANGES

A. All requirements, standards or guidelines cataloged in the ISG will be taken from other Agency documents, e.g., regulations, policy memoranda, or directives.

B. Changes in the ISG will occur only after new or changed Agency source documents have been approved and issued.

C. Since any needed consultations with employee organizations will have taken place during the period an Agency source document is under development, the ISG updates will normally not be subject to consultations.

VIII. HOW TO SUGGEST CHANGES

A. Agency personnel should review the ISG to determine that it is accurate, comprehensive, and understandable.

B. Recommended changes should be forwarded through supervisory channels to:

Processed Products Inspection Division
Science and Technology
Food Safety and Inspection Service
U.S. Department of Agriculture
Washington, D.C. 20250

IX. HOW CHANGES OCCUR

A. PPID will chair a committee of representatives from various program areas of the Agency. The committee members will:

1. Meet periodically to review any Agency documents that have been issued since the last meeting and consider recommendations received from Agency personnel to determine if changes to the ISG should be made.

2. Discuss drafted revisions with the appropriate committee personnel in their respective program areas (IO, S&T, RP, and AM).

B. PPID will:

1. Poll committee members through telemail when formal meetings cannot be held, to consider recommendations received from Agency personnel.

2. Draft revisions to the ISG and distribute to committee

members for approval.

3. Review revisions to draft with PTD for errors.
4. Send draft with revisions to PTD for preparation of camera-ready copy.
5. Deliver camera-ready copy of the updated pages of the ISG to RDU for clearances and printing and distribution.-
6. Inform AISD of ISG changes after the updated pages are printed and distributed so that changes can be included in the automated portion of the PBIS.

C. PTD will:

1. Prepare camera-ready copy of the updated pages in the style and format of the ISG.
2. Forward camera-ready copy to PPID.

D. RDU will:

1. Arrange with the Forms and Report Section, ASD for any additional typesetting that may be necessary on the camera-ready copy.
2. Prepare amendment to FSIS Directive 5400.1 to transmit the updated pages.
3. Circulate amendment and camera-ready copies of the updated pages to the Deputy Administrators of S&T, IO, RP and AM and the Director, LMR for clearance, and to the Administrator for final signature.
4. Complete necessary paperwork and forward to ASD,-- P&DS so that updated pages can be printed and distributed.

E. P&DS will:

1. Arrange for updated pages of the ISG to be printed and distributed.
2. Serve as contact point for GPO should there be questions regarding subscription service.
3. Assure that GPO receives correct number of copies for subscription service.

Catherine E. Adams/for
Administrator